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DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANUAL (CPM)  
CPM BASIC INSTALLMENT NO. 10

The following page changes to DoD 1400.25-M, "Department of Defense Civilian Personnel Manual (CPM)," CPM Basic Installment No. 10, June 10, 1988, are authorized:

PAGE CHANGES

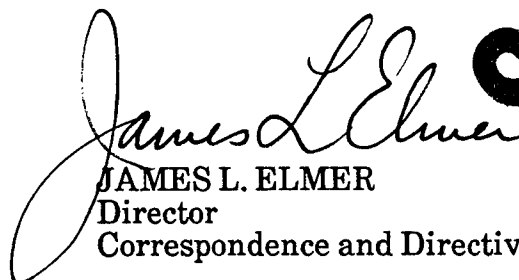
Remove: Pages i&ii, 1-1&1-2, 4-1, 5-1, and 8-1

Insert: Attached replacement pages

Changes appear on pages i, 1-1&1-2, 4-1, 5-1, and 8-1 and are indicated by marginal asterisks.

EFFECTIVE DATE

These changes are effective immediately.

  
JAMES L. ELMER  
Director  
Correspondence and Directives

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Attachments  
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CPM CHAPTER 592  
OVERSEAS ALLOWANCES AND DIFFERENTIALS

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## SUBCHAPTER 1. GENERAL PROVISIONS

## 1-1. General

a. Scope and coverage. These regulations authorize and govern the payment of allowances and differentials to civilian employees of the Department of Defense who are citizens of the United States and who are located in foreign areas. They do not apply to nonappropriated fund employees, Junior Reserve Officers' Training Corps Instructors, or, except for educational travel (Subchapter 8), employees in the former Panama Canal Zone (see DoD Instruction 1400.30, June 27, 1985). The Department of State Standardized Regulations (Government Civilians, Foreign Areas) (hereafter referred to as DSSR) prescribe the eligibility requirements to be met by employees, the applicable rates to be paid, and the provisions to be observed in paying allowances and differentials. Application of the DSSR, as supplemented herein, is mandatory and will be observed with respect to those allowances and differentials that are authorized for payment within the Department of Defense.

b. Purpose. The foreign post differential and the foreign area allowances (except the post allowance) are not automatic salary supplements attached to all positions in the foreign area. They are intended to be recruitment and/or retention incentives for U.S. citizen civilian employees living in the United States to accept federal employment in a foreign area. If a person is already in the foreign area, that inducement normally is unnecessary. The specific circumstances under which an employee who is hired in a foreign area may be granted the allowances are provided in section 031.12 of the DSSR, as supplemented by this chapter.

c. Distribution of the DSSR. The DSSR and changes thereto are given limited distribution based upon need. Requests to be placed on the distribution list or for a change in quantity received will be sent through channels to the appropriate component (Military Departments and Defense Agencies) headquarters at the following addresses:

HQDA (DPCS-CP5-T), 200 Stovall Street, Alexandria VA 22332-0320  
 HQ USAF/DPCE, 1040 Air Force Pentagon, Washington DC 20330-1040  
 Chief of Naval Operations, CPD(OP-141D1), Department of the Navy,  
 Washington DC 20350  
 HQ Defense Logistics Agency (DLA-KM), Cameron Station, Alexandria VA  
 22314

All other requests will be sent through headquarters to the Office of the Assistant Secretary of Defense (Personnel and Readiness)(Civilian Personnel Policy/Equal Opportunity). Civilian personnel officers (CPOs) whose sole concern is processing civilian employees for assignment to foreign areas may obtain current allowance and differential data from their Major Command or from the overseas civilian personnel office.

d. Allowances, differentials, and benefits authorized. The following allowances, differentials, and benefits are authorized for payment to eligible employees within the Department of Defense:

(1) Living Quarters Allowance (LQA) (Subchapter 2).

(2) Post allowance (Subchapter 3).

(3) Temporary quarters subsistence allowance (TQSA) (Subchapter 2).

(4) Foreign transfer allowance (miscellaneous, subsistence, and lease penalty expense portions) (Subchapter 5).

(5) Separate maintenance allowance (SMA) (Subchapter 6).

(6) Authorized under education allowance (Subchapter 7) is cost for transporting student dependents between the sponsor's duty station and the DoD-approved school.

(7) Educational travel (Subchapter 8).

(8) Representation allowance (Subchapter 9) is authorized for employees whose positions are designated by the Secretary of State.

(10) Post differential (Subchapter 11).

(11) Special incentive differential (Subchapter 12).

(12) Danger pay allowance (Subchapter 13).

(13) Compensatory time off (Subchapter 14).

(14) Advance in pay (Subchapter 15).

e. Allowances not authorized. The following allowances are not authorized for payment within the Department of Defense:

(1) The foreign transfer allowance (wardrobe portion).

(2) Home service transfer allowance.

(3) Education allowance (except transportation of student dependents).

#### 1-2. Delegation of Authority

a. The authority to decide an employee's eligibility for an allowance or differential is delegated to those officials with appointing authority. This includes authority to:

(1) Decide in the public's interest whether the LQA should be continued beyond the period authorized in section 132.2a, DSSR, for the situations described in section 132.2b, DSSR.

SUBCHAPTER 4. (RESERVED)

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## SUBCHAPTER 5. FOREIGN TRANSFER ALLOWANCE

- \* 5-1. General. Subject to the conditions of section 240, DSSR, the miscellaneous, subsistence, and lease penalty expense portions of the allowance are granted to DoD employees. \*
- 5-2. Miscellaneous Expense Portion. This portion of the allowance is granted to assist new appointees to overseas positions with certain extraordinary costs incurred incident to establishing themselves at the post of duty in the foreign area. An employee performing first-duty station travel leaving the United States for assignment in a foreign area is eligible for the miscellaneous expense portion of the allowance. The types of costs intended to be reimbursed are as described in section 240, DSSR. Current employees, traveling under PCS orders are authorized miscellaneous expense allowance under Chapter 9, Joint Travel Regulations, Volume 2.
- 5-3. Subsistence Expense Portion. This portion of the allowance is granted for expenses up to 10 days before leaving the United States for a post in a foreign area. Expenses include lodging, meals, (plus tips), laundry and dry cleaning while occupying temporary quarters. Occupancy of temporary quarters in the United States must begin within 30 days after the employee's residence has been vacated. The amount will be in accordance with sections 240 and 942, DSSR. Chapter 13, Joint Travel Regulations, Volume 2, contains detailed instructions on payment of this portion of the allowance.
- \* 5-4. Lease Penalty Expense Portion. This portion of the allowance is granted to help offset the expense of a lease penalty unavoidably incurred by an employee receiving the Living Quarters Allowance. Specific provisions are contained in section 240 of the DSSR. \*

## SUBCHAPTER 8. EDUCATIONAL TRAVEL

\* 8-1. General. Educational travel permits reimbursement of an eligible employee, serving on an "authorized dependents" tour, for travel expenses incurred to send his/her child (as defined in section 281d, DSSR) for one round trip each year from the foreign post to a school in the United States and return to the post for the purposes of a secondary, college, or accredited post-secondary vocational or technical education as defined in section 281, DSSR. Special factors follow: \*

\* a. The age limit for this benefit extends up to (not including) the 21st birthday for secondary education and the 23rd birthday for college and post-secondary vocational or technical education, with further extension due to interruptive military service. \*

b. Educational travel will be paid for secondary education only when the nearest secondary school operated or approved by the Department of Defense as a tuition-free school under contract is so far distant for daily commuting from the employee's permanent duty station that room and board would be needed to attend.

c. The period required for the child to be outside the United States before beginning educational travel is 14 consecutive days if travel to the post was at government expense.

d. The first annual educational travel round trip must begin at the foreign post, proceed to the school in the U.S., and return to the foreign post in that sequence to fulfill the basic purpose of the original legislation. (See exception in section 284. D. V., DSSR.) Thereafter, for subsequent annual trips, round trip travel may begin at the post or at the school in the United States. However, once the child has traveled to the post after college graduation, no educational travel is available for return to the United States.

e. An annual trip for educational travel is defined as one round trip at any time within any one 12-month period of the dependent's schooling. any portion of the round trip not taken in the 12-month period does not accrue to a subsequent period. Authorizing officers must ensure that not more than one round trip under educational travel orders is taken within any given 12-month period. The 12-month period baseline is established by the time the child begins the first annual trip; for example, if the child begins the first round trip in August, the return half may be taken any time in the following 12 months, but a second annual trip may not be authorized until the following August, and the third in August a year after that.

8-2. Eligibility. Eligible employees are those who meet the criteria for quarters allowance as provided in the DSSR's section 031.1 and as supplemented by Subchapter 2 of this regulation.